

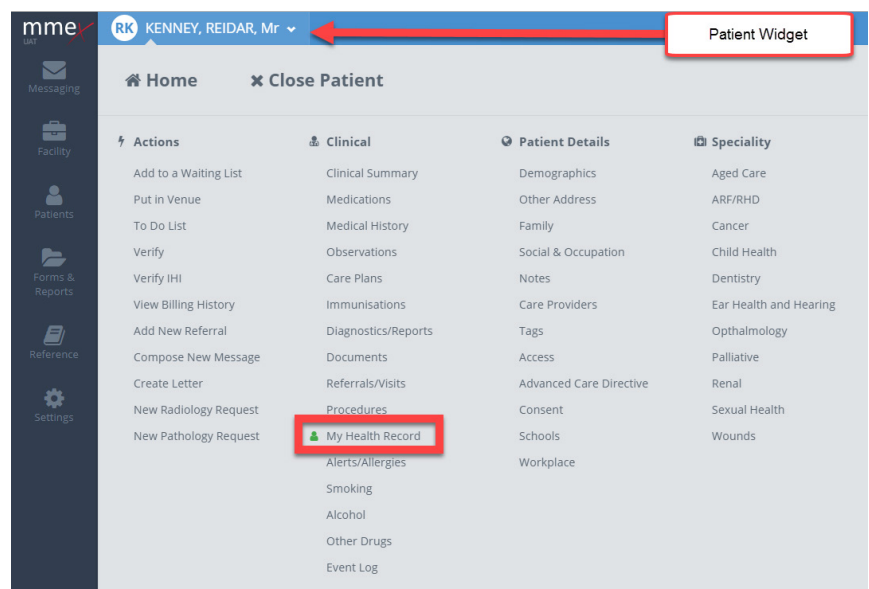
Uploading an Event Summary

Note: These steps assume that your software is connected to the My Health Record system, the patient has a My Health Record and their individual healthcare identifier (IHI) has been validated in your system.

STEP 1:

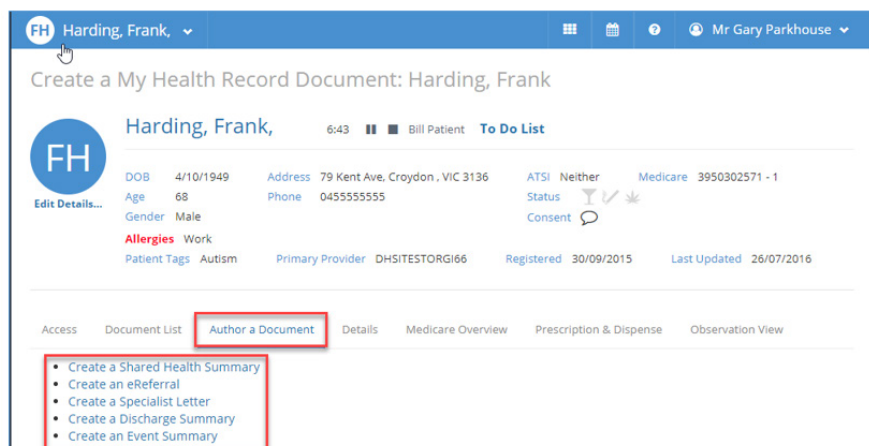
To access the patient's My Health Record:

- Select the **patient widget** (top-left corner)
- Then select **My Health Record**



STEP 2:

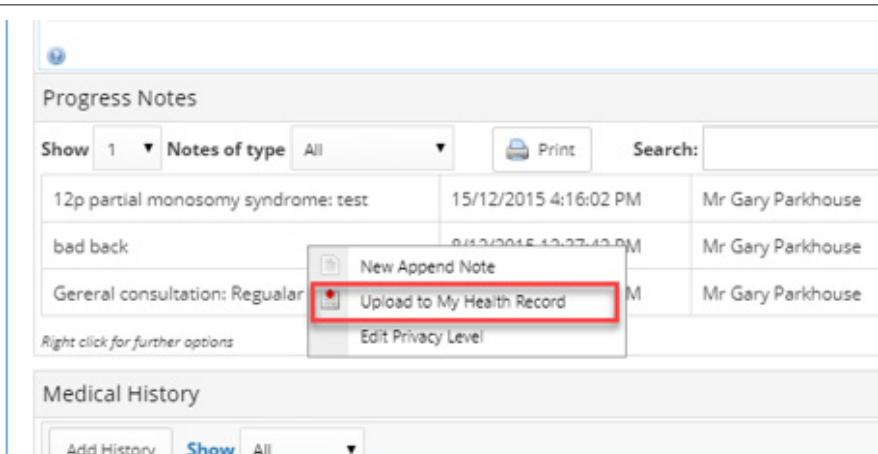
Select **'Author a Document'**, then select **'Create an Event Summary'**.



Uploading an Event Summary continued

STEP 3:

Once 'Event Summary' has been selected the system navigates to the patient's clinical summary screen. Select a previously completed progress note, right click and select 'Upload to My Health Record'.



The screenshot shows a 'Progress Notes' interface. At the top, there are controls for 'Show' (set to 1), 'Notes of type' (set to All), and a 'Print' button. Below this is a table of notes. The first row shows '12p partial monosomy syndrome: test' dated '15/12/2015 4:16:02 PM' by 'Mr Gary Parkhouse'. The second row shows 'bad back' dated '04/02/2016 12:07:43 PM' by 'Mr Gary Parkhouse'. The third row shows 'General consultation: Regular' dated 'M' by 'Mr Gary Parkhouse'. A right-click context menu is open over the third row, with options: 'New Append Note', 'Upload to My Health Record' (highlighted with a red box), and 'Edit Privacy Level'. Below the table is a 'Medical History' section with an 'Add History' button and a 'Show' dropdown set to 'All'.

STEP 4:

Confirmation will be given once the upload is complete.

Right click for further options Document generated and uploaded

Useful links

- For upcoming training opportunities, visit Events and Webinars: <https://www.digitalhealth.gov.au/newsroom/events-and-webinars>

For assistance contact the My Health Record helpline on **1800 723 471** or email help@digitalhealth.gov.au